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Solutions

Department of Workforce Services

On-the-Job Training (OJT)

PROGRAM DESCRIPTION

On-the-Job Training (OJT) is a paid worksite learning activity provided to an eligible customer by the employer

HOW WILL OJT BENEFIT ME?

You will obtain good-quality employees that you can train exactly to your specifications. In addition, the Department of Workforce Services (DWS) will reimburse you up to 50% of the wages paid to your employee during the training period.

You will save time and money with DWS' assessment, counseling and testing processes that help you get the right candidate for the job. DWS will screen applicants for you, using the criteria you provide, and refer potential employees to you for your final interview and selection.

You will have the opportunity to train the employee and be reimbursed at the same time.

HOW WILL I BE REIMBURSED?

Reimbursement will be made to you monthly upon submitting a record of hours worked and salary paid to the employee. A one page form will be provided to you for each month of the OJT contract.

HOW LONG IS THE TRAINING PERIOD?

The training period is based upon the potential employees' skills, knowledge and ability to perform the basic tasks needed for the position. Training time may not exceed 1,000 hours.

WHAT ARE MY RESPONSIBILITIES?

As an employer you will be responsible for helping the trainee upgrade their skills according to an agreed upon training outline developed. You will also be responsible to provide progress reports and track hours worked.

WHAT KIND OF REFERRAL MAY I EXPECT?

The eligibility of the potential employee is determined by DWS according to state and federal law. Types of applicants that are eligible include dislocated workers (those laid off from a previous position), economically disadvantaged workers who need to upgrade their skills, and workers entering the workforce for the first time.

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CONTACT INFORMATION

FOR MORE INFORMATION, PLEASE CONTACT YOUR LOCAL EMPLOYMENT CENTER:

Employment Centers

| | |
|---------------------------|----------------|
| American Fork | (801) 492-4500 |
| Beaver | (435) 438-5498 |
| Blanding | (435) 678-1400 |
| Brigham City | (435) 734-4060 |
| Cedar City | (435) 865-6530 |
| Clearfield | (801) 776-7800 |
| Delta | (435) 864-3860 |
| Emery County | (435) 381-6100 |
| Fillmore | (435) 743-5304 |
| Heber | (435) 654-6520 |
| Junction | (435) 577-2443 |
| Kanab | (435) 644-8910 |
| Loa | (435) 836-2406 |
| Logan | (435) 792-0300 |
| Manti | (435) 835-0720 |
| Midvale | (801) 567-3800 |
| Moab | (435) 719-2600 |
| Monticello | (435) 587-2015 |
| Nephi | (435) 623-1927 |
| Ogden | (801) 626-0300 |
| Panguitch | (435) 676-8893 |
| Park City | (435) 649-8451 |
| Price | (435) 636-2300 |
| Provo | (801) 342-2600 |
| Richfield | (435) 893-0000 |
| Roosevelt | (435) 722-6500 |
| Roy | (801) 776-7200 |
| Salt Lake City (Downtown) | (801) 524-9000 |
| Salt Lake City (Metro) | (801) 536-7000 |
| South County | (801) 269-4700 |
| South Davis | (801) 298-6600 |
| Spanish Fork | (801) 794-6600 |
| St. George | (435) 674-5627 |
| Tooele | (435) 833-7310 |
| Vernal | (435) 781-4100 |
| West Valley | (801) 840-4400 |



Department of Workforce Services

140 East 300 South Salt Lake City, Utah 84111 1-888-920-WORK jobs.utah.gov

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Auxiliary aids and services are available upon request to individuals with disabilities. Call (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay by dialing 711. Spanish Relay Utah: 1-888-346-3162.